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DD/M&S 73-2210

05 JUN 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff
[REDACTED]
Special Assistant for Information Control
Chief, CIA Historical Staff

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SUBJECT : CIA Management System: Performance
Evaluation and Annual Report

1. Instructions for the preparation of the Annual Report and Performance Evaluation are attached. These documents offer several suggestions for adapting FY 1974-1975 objectives to a FY 1973 time frame. You should apply this guidance to the maximum extent practicable. I suggest that there are several other areas you can look to for some help, such as:

a. your recent program submission which notes significant accomplishments and productivity data for FY 1973/FY 1972;

b. your Office's annual report of last year which had a section called "Looking Ahead" or "Ahead." This section talked about things you wanted to get done in FY 1973; and

c. your Office's response last year to OMB Circular A-44 (Revised) on the Management Review and Improvement Program.

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2. Attachment B, Component Annual Report, provides instructions on preparation and content of your component's contribution toward the Directorate (and Agency) Annual Report. Please note that a copy of your Component Annual Report must be submitted to the Secretary, CIA Management Committee and to the Deputy Director for Management and Services by 1 September 1973.

3. I am sending the attachment called Directorate Annual Report (Attachment A) to you for information only. The action required in this attachment will be taken here. If you have any questions or if we can be of any help, please call.



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Chief, DD/M&S Plans Staff

Att.

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